

October 9, 2007

The Regular meeting of the Otsego County Board of Commissioners was held at the Multi-Purpose room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:35 a.m. by Chairman Glasser. Invocation by Commissioner Glasser, followed by the Pledge of Allegiance led by Commissioner Backenstose.

Roll call:

Present: Backenstose, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

Excused: Bates.

The Regular meeting minutes of September 25, 2007 with attachments were approved as presented.

Consent Agenda:

Motion to appoint Norm Brecheisen to the Airport Advisory Committee in replacement of Mark LaForest with the term ending December 31, 2007. Motion carried via unanimous consent.

Motion to approve the loader agreement between the County and Gaylord ARFF. Motion carried via unanimous consent. (see attached)

Motion to approve the bid of \$16,744.94 by Northern Custom Carpeting for the 3rd floor of the Alpine Center to be paid out of the Capital Outlay Fund 499E901. Motion carried via unanimous consent.

Motion to approve the bid of \$27,801.00 by Great Lakes Roofing for the Cross Street Building and a portion of the main Alpine Center Complex to be paid out of the Capital Outlay Fund 499E901. Motion carried via unanimous consent.

Motion to approve the Sheriff (301)/Jail (351) Budget Amendments as presented. Motion carried via unanimous consent. (see attached)

Administrator's report:

John Burt reported the Courts will start moving next week; Prosecutor's office after that; Infrastructure meeting October 29, 2007 at 9:00 a.m.

Suzy DeFeyter gave the Board her quarterly report.

Joe Edwartowski reported on the renovation of the Township hall; Charlton Township meeting.

Elizabeth Haus reported on the Village meeting.

Paul Beachnau reported on the City-Council meeting.

Correspondence:

Chairman Glasser received letters from Tony Stamas and Kevin Elsenheimer regarding passed resolutions; Draft of the EMS response plan; SANE Board; MAC; Public hearing notice regarding the bridge on Sturgeon Valley Road; Department of Labor and Economic growth; Michigan League for Human Services.

New Business:

Motion by Commissioner Johnson, to approve Warrant B2007-40 in the amount of \$90,262.43 with prepaids in the amount of \$139,262.43 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve Warrant B2007-41 in the amount of \$248,163.08 with prepaid in the amount of \$63,608.77 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to approve the updated purchasing policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Chairman Glasser appointed Paul Liss, Alan Bentz, Lee Olsen and Ken Glasser to the Administrator Evaluation Committee.

Motion by Commissioner Liss, to adopt Resolution OCR-07-41 honoring Lt. Col. Thomas A. Dickinson.

Roll Call Vote:

Ayes: Backenstose, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

Nays: None.

Excused: Bates.

Motion carried/Resolution adopted. (see attached)

Public Comments:

Jean Baker thanked the Board for the resolution honoring Tom Dickinson.

Board Remarks:

Commissioner Johnson: Attended the Park and Recreation meeting.

Commissioner Bentz: Board of Health meeting.

Commissioner Hyde: Budget and Finance schedule.
Introduced Cathy Landry from the Herald Times.

Commissioner Olsen: Attended the Charlton Township meeting.
Attended the Halloween camping weekend.

Chairman Glasser: Bagley Township meeting.

Meeting adjourned at 10:10 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk

AGREEMENT FOR SALE OF LOADER

THIS AGREEMENT is made on the 9th day of October 2007 by and between the County of Otsego whose address is 225 West Main, Gaylord, Michigan 49735 (hereafter County) and Gaylord ARFF, Inc., whose address is 6161 West Main Street, Pellston, Michigan 49769 (hereafter Contractor)

Recitals

- A. WHEREAS the County through the Gaylord Regional Airport has in its possession one (1) 1978 John Deere 544 Loader;
- B. WHEREAS Contractor has provided certain services to Gaylord Regional Airport as a contractor for Otsego County and has incurred expenses in the amount of Three Thousand Three Hundred and 00/100 Dollars (\$3,300.00);
- C. WHEREAS the County no longer needs the above described Loader in its possession;
- D. WHEREAS the County desires to sell and Contractor desires to purchase said Loader as compensation for certain services provided by Contractor to Gaylord Regional Airport in the amount of Three Thousand Three Hundred and 00/100 Dollars (\$3,300.00);
- E. WHEREAS the parties desire to set forth in this Agreement the terms and provisions of their agreements and understandings;
- F. WHEREAS in consideration of the foregoing, the parties agree as follows:

Agreement

- 1. Term and Termination. This Agreement shall begin on October 9, 2007, and continue in effect until December 31, 2007. If the closing of this transaction is not consummated on or before December 31, 2007, this Agreement shall terminate and neither party to this Agreement shall have any further obligation or liability to the other party.
- 2. Sale. County agrees to sell, and Contractor agrees to buy, one (1) 1978 John Deere 544 Loader bearing the Vehicle Identification Number (VIN) 2008881 (hereafter Loader).
- 3. Purchase Price. The purchase price for the Loader is Six Thousand Seven Hundred and 00/100 Dollars (\$6,700.00), which shall be paid in cash or certified check on or before December 31, 2007. Said purchase price reflects the difference between the appraised value of the Loader at Ten Thousand and 00/100 Dollars (\$10,000.00), and the amount owed to Contractor for services provided to Gaylord Regional Airport as indicated herein.
- 4. Disclaimer of All Warranties. County disclaims all warranties in connection with the Loader, express or implied, as to any matter whatsoever, including without limitation

quality, performance, condition, merchantability, and fitness for any particular purpose. The Loader covered by this Agreement has been purchased by Contractor "As Is" and "With All Faults," and Contractor acknowledges that no warranties of merchantability or fitness for any particular purpose are to be implied in this transaction.

5. Entire Agreement. This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement. None of the previous and contemporaneous negotiations, preliminary drafts, or previous versions of this Agreement leading up to its execution and not set forth in this Agreement shall be used by any of the parties to construe or affect the validity of this Agreement. Each party acknowledges that no representation, inducement, or condition not set forth in this Agreement has been made or relied on by either party.
6. Waiver and Amendment. All modifications to this Agreement and all waivers of any of the provisions of this Agreement, to be effective, shall be in writing and signed by both parties.
7. Severability. If any provision in this Agreement is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date above written.

COUNTY OF OTSEGO

By:

John M. Burt

Its: County Administrator

GAYLORD ARFF, INC.

By:

Randolph L. Bricker

Its: President



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Sheriff (301)/Jail (351)

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

Overtime addition

Account Number	Decrease	Increase
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E301 703070 Overtime	\$8,000	\$
101E351 703070 Overtime	\$6,000	\$
101E301 704800 Sick Pay Buyout	\$	\$8,000
101E351 704800 Sick Pay Buyout	\$	\$6,000
-	\$	\$
-	\$	\$
Total	\$14,000	\$14,000

James P. McBride
Department Head Signature

10/2/07
Date

John A. Burt
Administrator's Signature

10/4/07
Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Sheriff (301)/Jail (351)

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Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

For POLE Contract wage adjustments

Account Number	Decrease	Increase
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E301 703030 Hourly Wages	\$5,983	\$
101E301 704200 Payroll Taxes	\$ 459	\$
101E301 704300 Retirement	\$ 697	\$
101E941 999000 Contingency	\$	\$7,139
- -	\$	\$
- -	\$	\$
Total	\$7,139	\$7,139

James D. McLeod

 Department Head Signature

10/2/07

 Date

Finance Department
Entered:
By:

J. Bent

 Administrator's Signature

10/4/07

 Date

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Policy No 500.01	Subject Purchasing	Date Issued 4/13/04
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<p>Application</p> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments <input type="checkbox"/> 46th Trial Court <input type="checkbox"/> Joint Building Authority <input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation <input type="checkbox"/> Library <input type="checkbox"/> Social Welfare (Family Independence Agency) <input type="checkbox"/> Commission on Aging <input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving <input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> Bus System <input checked="" type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center <input type="checkbox"/> Road Commission <input type="checkbox"/> Ambulance <input type="checkbox"/> Sportsplex <input type="checkbox"/> Other:</p>	<p>Revised 10/09/07</p> <p>Applicable Forms</p>
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Contact Department Administration	Contact Phone Number 989-731-7520	Contact Fax Number 989-731-7529	Contact E-Mail jburt@otsegocountymi.gov
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Summary

The purpose of this policy is to establish procedures for the purchase of all supplies, equipment, vehicles, and all construction or altering of County facilities for any department of the County of Otsego in a manner that maximizes the purchasing value of public funds in procurement. This policy includes capital leases on any such item as listed above. This policy shall apply to every expenditure of public funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Procedures

1. Definitions

1.1 **Capital Outlay Items:** Non-expendable items itemized in the County's capital improvement budget/plan.

1.2 **Competitive Bids:** Prices received from vendors on items or services \$10,001 or more. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs, or for the reauthorization of contracts, which have been previously approved by the Otsego County Board of Commissioners.

1.3 **Expendable/Recurrent Supplies:** Routine supplies needed to carry on the County's daily business (i.e. food, medical supplies, office supplies). Expendable supplies are generally acquired using preferred vendors.



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1.4 **Final Approver:** Person(s) designated to utilize the electronic purchasing system with the authority to convert requisitions to purchase orders.

1.5 **Formal Bidding:** Formal bidding procedure should be used for purchases from \$5,001 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

1.6 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

1.7 **Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 10 calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation for a reasonable time prior to the bid opening.

1.8 **Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for competitive bids.

1.9 **Request for Quotation (RFQ):** A document (less formal than an RFP) issued by the County Administrator/Management Team Member, which contains specifications for the procurement of items and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.

2. POLICY: The County utilizes an electronic accounting system with a purchasing module that includes a requisition and purchase order system. Every purchase on behalf of the County (unless specifically exempted) shall require a requisition and purchase order. Except as otherwise specified herein, purchases / contracts will be awarded to a contractor or bidder based on price, record of performance, availability, dependability and experience. All purchases by contract, or otherwise, as herein authorized, will be in accordance with such appropriations as have been made by the Board of Commissioners for the support of the respective departments.

It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when (the County employee knows that) the County employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract.

2.1 **Basic Purchases:** Items valued at \$500 or less are considered basic purchases. There are not any bidding requirements for these purchases; however, the requisition and purchase order system must be utilized. Management Team Members or their designee(s) are authorized to draft requisitions and act as the final approver. The responsible party shall exercise reasonable scrutiny when expending funds under the \$500 threshold.



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2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of their Management Team Member, may solicit informal bids as outlined below. Bids must be written. The Management Team Member (their designee when absent) must act as final approver.

A. Bid Information: To insure fairness in, each vendor solicited should be given the same information. This information should include:

- Description of items to be purchased
- Special terms and/or specifications
- Desired delivery date

B. Record of Bids: All bids solicited shall be in writing and will be electronically recorded in the requisition "Post It" note window. Each record should contain:

- Bid Information
- Record of all bids
- Manager's explanation if lowest priced vendor not selected.

2.3 **Formal Bidding:** Purchases from \$5,001 to \$10,000 are subject to the formal bidding procedure. The respective department shall follow the formal bidding process. The Management Team Member must approve with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.

A. The solicitation/advertisement must include the following:

- Identification of item(s) to be bid upon
- Location bids are to be submitted
- Date and time of bid deadline for submission
- Contact for further information
- Statement of County's rights to reject bids
- Contract compliance terms
- Product specifications

B. Record of Bids: All bids solicited shall be electronically recorded in the requisition "Post It" note window. Each record should contain:

- Bid Information
- Record of all bids
- Department Head explanation if lowest priced vendor not selected.

2.4 **Competitive Bidding:** Purchases with an anticipated obligation of \$10,001 or more are required to have sealed, competitive bidding and comply with Public Act 167 and 168 of 1993. Two (2) competitive bids are required for purchases of \$10,001 or more.



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Professional services and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy.

- A. If a bid document must be prepared (\$10,001 or more), it shall include:
- Bid advertisement
 - Bid preparation instructions
 - Proposal
 - Contract
 - General conditions
 - Special conditions
 - General specifications
 - Detailed specifications
 - State or Federal guidelines (if necessary)

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination. Such vendors are considered local if they maintain an office in Otsego County with at least one full time employee.

- B. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners.

- 2.5 ***Expendable Supplies:*** For each expendable category of purchases, the County Administrator, with the assistance of the respective department staff (i.e. maintenance/jail food staff), will compile and maintain a list of preferred suppliers. Such lists will be reviewed and updated periodically. Typically one – three vendors will be listed to provide comparison pricing and selection options.
- 2.6 ***Open Purchase Orders:*** Open Purchase Orders shall be utilized for vendors that provide routine repetitive services. Open Purchase Orders may be opened and closed within any calendar month. Examples of authorized open purchase orders include: oil changes, car wash and other similar services.
- 2.7 ***Emergency Purchase Orders:*** In case of emergency needs, appropriate departments (maintenance, sheriff) are authorized to make emergency procurements of supplies,



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services or construction items when there exists a threat to public health, welfare or safety. Electronic access shall be provided to authorize the issuance of emergency purchase orders. Emergency procurements shall be made with such competition as is practicable under the circumstances and the cost shall not exceed \$5,000. An emergency purchase of up to \$10,000 may be made by the County Administrator without prior approval by the chair or vice-chair of the Board of Commissioners. The very nature of emergency expenditures may necessitate a significant financial decision without prior approval. All emergency expenditures in excess of \$10,000 shall be reported to the Board of Commissioners, in writing, within three business days.

- 2.8 **Cooperative Government Contracts:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by joining with other local governments, or participating with the State of Michigan or the Federal Government in purchasing. The County Administrator is authorized to enter into the necessary agreements or contracts on behalf of the County.
- 2.9 **Exempted Purchases:** Exempted purchases include maintenance agreement billings, utility billings, contracted service invoices, insurance payments, and other like services as noted in the Otsego County Payables Policy. The appropriate account number and signature of a Management Team member is required for exempted purchases, and shall appear across the invoice.
- 2.10 **Payment Procedure:** The respective Management Team member will be responsible for inspection of all orders, upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County Administrator shall be notified immediately and given the reason for the rejection.
- 2.11 **Capital Leases:** The process for bidding capital leases shall be similar to other purchases. Should the price of the purchase not be reasonably known prior to engaging the bidding process, the Formal Bidding Process shall be used.
- 2.12 **Bid Specification Changes:** All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.
- 2.13 **Demo Models:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.

The County of Otsego will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.



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Payment for any services, supplies, merchandise or articles not authorized for purchase by the County Administrator and/or the Otsego County Board of Commissioners in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

TABLE 1

Dollar Amount	Bidding Requirement	Final Approval
\$0 - \$500	None	Management Team Member or Designee
\$501 - \$5,000	Informal Bid	County Administrator
\$5,001 - \$10,000	Formal or Competitive Quote	County Administrator
\$10,001 or more	Competitive Bids (2)	Board of Commissioners

Approvals (name and department)

Board of Commissioners

April 13, 2004

RESOLUTION NO. OCR 07-41
Resolution of Recognition for
Lt. Col. Thomas A. Dickinson

OTSEGO COUNTY BOARD OF COMMISSIONERS
October 9, 2007

WHEREAS, Lt. Col. Thomas A. Dickinson served in the U.S. Army for two years with the Ground Forces and the Air Corps in the U.S. and in Europe; and

WHEREAS, Lt. Dickinson spent more than 50 years in the U.S. Air Force Auxiliary, Civil Air Patrol where he held the rank of Lieutenant Colonel since 1966; and

WHEREAS, Lt. Col. Dickinson spent more than fifty-five years in the insurance field and moved with his wife Colleen to Gaylord in 1972; and

WHEREAS, Lt. Col. Dickinson was one of the original members of the Otsego County 911 Committee; and

WHEREAS, Lt. Col. Dickinson assisted the Otsego County Emergency Services Department as the Chief Deputy Coordinator where he led search and rescue missions as well as creating and executing emergency drills for area facilities; and

WHEREAS, Lt. Col. Dickinson was a man of strong character who was an important part of the Gaylord Community for over thirty-five years; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby officially recognizes the life and many contributions of Lt. Col. Thomas A. Dickinson.